

POLICY ESTABLISHING GUIDELINES, FEE SCHEDULES, DAMAGE, DEPOSITS, & BUILDING USAGE PARAMETERS FOR THE NATIONAL GUARD OLD ARMORY FOR THE CITY OF AMORY

The property is the City of Amory property, and the City of Amory reserves the right to have the Amory Police Department officers, drug dogs, employees and/or representatives present at any time before, during, or after any rental of a facility. The City of Amory reserves the right to terminate a rental of a City of Amory facility prior to or during a rental. If said termination occurs during a rental, the City of Amory reserves the right to remove all persons from said City of Amory facility. This may result in the forfeiture of the deposit and imposition of civil and/or criminal charge against anyone present in said facility.

Purpose

The National Guard Old Armory Civic Center, hereinafter “Old Armory”, was renovated by The Dalrymple Old Armory Foundation, Inc. hereinafter “Foundation” as a multi-purpose activity center for the general public. The public is encouraged to use the Old Armory. The following guidelines are designed to promote orderly and harmonious use of the facility. All references herein to the “City of Amory” refer to the municipality of the City of Amory and its employees.

Contact Information for Rentals

To view the Old Armory for consideration of rental and to begin the rental process please contact:

Rory Thornton
Amory Parks & Recreation Director
East Amory Community Center offices
1200 Crump Blvd
Amory, MS 38821
(662) 256-3221 or rorythornton@cityofamoryms.com

Usage

The Old Armory is available for public and private meeting purposes and a broad range of civic related activities. These include: religious, service, social, fraternal, or other non-profit organizations whose membership provide service and support to the community at large. Additionally, the Old Armory will be available for private parties, weddings, reunions, chamber business meetings, and certain other for profit commercial enterprises providing these functions comply with all terms and conditions herein.

Availability and Hours of Operation

The Old Armory has been constructed to be multi-use. Portions of, or the entire facility, are generally available:

- Sunday through Thursday from **7:00 a.m. to 10:00 p.m.**

-Friday & Saturday from **7:00 a.m. to Midnight.**

Permission may be granted by the City of Amory or the City of Amory Building Inspector, David Moore, or Amory Parks & Recreation Director, Rory Thornton, for variation of this schedule.

Rules and Regulations

- 1) The primary purpose of the facilities at the Old Armory is to support and accommodate the mission of the Foundation and to preserve and maintain the National Guard Old Armory

- building. The National Guard Old Armory is a Mississippi Historic Landmark and should be revered as such. Therefore, this purpose takes priority over any other request for facility usage.
- 2) As noted, the City of Amory has an interest in protecting its facilities and its residents. The City of Amory reserves the right to refuse to rent a facility for any reason if it determines that the purpose for which the rental is requested could result in damage to property and/or persons.
 - 3) All requests for facilities use must be made through the City of Amory Building Inspector and/or Amory P&R Director. Permission to use the facilities will not be granted until all necessary forms are completed, specific requirements met, and signed approval of the City of Amory Building Inspector and/or Amory Park & Rec Director has been included.
 - 4) Any group or organization using the Old Armory for the purpose of convening a public meeting must conform to the Open Meeting Law requirements pursuant to the laws of the State of Mississippi.
 - 5) An application form must be completed and signed by the prospective building user. That signature will indicate that the applicant is responsible for the building and accepts all conditions stated in this policy.
 - 6) All applications will be considered. No group or individual shall be discriminated against with regard to race, color, creed, religion, ethnicity, national origin, ancestry, physical condition, or age.
 - 7) All applications are listed on a first come, first served basis, and based on availability of space and compliance with the guidelines of this policy. In the case of conflicts in scheduling, first priority will be given to events that fulfill the basic mission of the Old Armory.
 - 8) If applicant only leases one of the available rooms/spaces, applicant is aware that multiple events may occur at the same time due to the amount of available space. This reduces the possibility of conflict in scheduling.
 - 9) The purpose of the sponsoring organization, group, or individual and program shall be accurately described when a reservation is requested.
 - 10) The City of Amory assumes no liability for loss, theft, damage, accidents, injury or illness incurred by the applicant and his or her guests.
 - 11) All accidents must be reported immediately.
 - 12) All damage, destruction, and / or loss must be reported within 24 hours of the scheduled event.
 - 13) The Old Armory is a smoke-free facility and campus. This means **NO smoking anywhere in the building or outside the building**. This includes the parking lot and all rooms.
 - 14) Any individual or group sponsoring an event in the Old Armory shall be responsible for maintain the highest moral standards with zero tolerance toward the use of alcohol, drugs, drug paraphernalia, weapons (concealed or otherwise), abusive language or profanity. Shoes, shirts, and pants must be worn in the Old Armory at all times.
 - 15) The City of Amory designee in charge of interest of patrons attending any performance and nearby inhabitation will have the final say concerning loudness of sound at any events, no exceptions.
 - 16) Applicant is responsible for behavior of guests and vendors hired for events during event and during the scope of the lease agreement. If a crowd control problem threatens the safety of attendees, then the event may be cancelled immediately at the discretion of the P&R Director or City of Amory designee in charge.
 - 17) The applicant shall reimburse the City of Amory and Foundation for any and all costs incurred as a result of any damage to the Old Armory, its property, buildings, structures, or equipment located therein resulting from applicant's use.
 - 18) All City of Amory ordinances must be obeyed in coincidence with this rental.
 - 19) The applicant is responsible for having all necessary licenses and permits in compliance with all federal, state, and City of Amory laws.

- 20) The applicant **may NOT sub-lease** any area on the premises.
- 21) The Old Armory shall only be used for the purpose state on the lease agreement.
- 22) All non-handicap or motorized assist will not be allowed inside the Old Armory (example: automobiles, motorcycles, golf carts....).
- 23) Bicycles, skateboards, roller skates, rollerblades, or other such recreational devices are not allowed inside the facility.
- 24) The use of ladders, of any kind, is prohibited inside or outside of the Old Armory unless approved in writing by the City of Amory.
- 25) The property (chairs, tables, etc.) may not be used outside the facility. Removal of building equipment and furniture (chairs, tables, etc.) from the Old Armory property is strictly prohibited. Once chosen layout of tables and chairs is established, tables and chairs are not to be moved. Damage to floors or walls will be considered damage to the grounds and will be paid for by user.
- 26) Rental of the entire Armory or the ballroom constitutes use of our provided tables and chairs (5-foot rounds -8 chairs per table). If requested, the City of Amory will set up and take down the desired number of table sets for the fee of \$50/10 table set or multiples thereof. A set includes 10 tables (5-foot rounds) and 80 chairs. The maximum amount shall not exceed the Fire Safety Capacity for the building (52 5-foot round tables & 416 chairs). IF *outside rental* of furniture is required (chairs only - no tables), it must be approved by the City of Amory Building Inspector, David Moore, with a detailed description as to why.
- 27) Children under the age of 18 must be directly supervised by an adult (21 years of age or older).
- 28) The Old Armory shall be authorized for rental for dances, parties, or other similar activities upon approval by the P&R Director & City Building Inspector. Additionally, rental for this purpose may require chaperones and execution of a chaperone agreement. Further, the City of Amory may require proof and/or appropriate documentation that the rental activity is to be attended by school district students.
- 29) Animals are prohibited from the inside premises of the Old Armory with the exception of medical assist animals (seeing eye dogs, guide dogs...). If these animals are on the property, they must be cleaned up after.
- 30) Rental fee includes exclusive use of the conference rooms and/or ballroom assigned from the rental fee chart. The foyer is not to be decorated or any items removed from the foyer. No photos/artwork may be removed from the walls.
- 31) All deliveries must be made through the south door. The front door is not to be used for deliveries.
- 32) PLEASE DO NOT pour liquids into the flower beds or on the grounds. Liquids are to be disposed of at the prep-kitchen or kitchen sink. Solid waste is to be double bagged and placed in the dumpster at the rear of the building.
- 33) The facilities and grounds are to be left as clean and orderly as when the users arrived.
- 34) No food or trash will be left anywhere in the building or on the grounds. Lessee is responsible for removing all trash immediately after the event is over.
- 35) Arrangements for custodial services will be made by the City of Amory.
- 36) All electrical equipment must be U.L. and City of Amory approved. Accessibility to equipment rooms and utility boxes are prohibited.
- 37) All exit doors must remain unlocked during all event hours.
- 38) The Building Inspector or City of Amory designee shall have complete access to all event areas, kitchen areas, corridors, and hallways before, during, and after all events.
- 39) Flammable liquids such as, but not limited to, gasoline, kerosene, bottled gas, and oil are not permitted inside the facilities.
- 40) The lessee may not store equipment of any kind in or on the grounds.

41) No elected or appointed official may waive any of the requirements and grant usage of the facility without prior approval of Board of Alderman.

Decorations

No decorations of any kind are allowed unless authorized in writing by the City of Amory. We have gone to great lengths to decorate our facility, so we ask that you bring only table decorations and freestanding decorations. Wall decorations are not allowed unless attached to the hanging strip provided.

- 1) All decorations shall be the responsibility of the group renting as well as the removal of all decorations within rental hours following event. **Items remaining after return of key the following business day become property of the Old Amory.** Once removal of these items is required, an appropriate amount will be deducted from your deposit refund.
- 2) No tacks, nails, pins, staples, screws, metal hooks, adhesive, scotch tape, or other similar materials may be driven or placed on any wall, wood trim, molding, or light fixture(s) inside and/or outside the premises.
- 3) Furniture or equipment will not be brought into the facility without approval of the City of Amory Building Inspector .
- 4) Confetti, silly string, glitter, rice, bird seed, fireworks (including sparklers), water balloons, soap or celebration bubbles, and sidewalk chalk or paint are NOT allowed in or outside of the Old Armory. Renters should address any questions to the City of Amory when viewing the facility to be rented for clarification.
- 5) Straw, hay, candles, or other flammable decorations are not allowed.
- 6) Spray painting is not allowed inside the facility or on the facility sidewalks.
- 7) **No holes may be drilled, cored, or punched in the building. Painting of walls, floors, or ceiling is prohibited. Lessee is responsible for the repair or replacement of any damage or disfiguration of the facility. The premises will be inspected before and after each use.**

Insurance

- 8) Liability insurance may be required for certain events. If it is required, a general liability insurance policy in an amount deemed appropriate by the City of Amory shall be obtained naming The City of Amory and employees/volunteers as additional insured. Proof of insurance, when required, shall be submitted two weeks prior to the scheduled event. Failure to provide proof will lead to the cancellation of the application. The City Clerk shall designate whether insurance is required.

Fire Occupancy Limit as designated by Fire Chief (2014) :

- Tables and Chairs 531 persons allowed in facility
- Chairs Only 1,139 persons allowed in facility
- Based on Exit Size 1,400 persons allowed in facility
- Questions regarding this shall be directed to the Building Inspector 256-3060

Applicant's Responsibilities

- 1) **No holes may be drilled, cored, or punched in the building. Painting of walls, floors, or ceiling is prohibited. Lessee is responsible for the repair or replacement of any damage or disfiguration of the facility. The premises will be inspected before and after each use.**
- 2) Application and security deposit must be submitted no later than thirty (30) days prior to the proposed event.
- 3) Cancellation must be made twenty (20) days prior to rental date to receive a partial refund. An administrative fee of \$20 will be charged for canceling 20 or more days in advance.
- 4) **All keys may be picked up at the City Clerk's office after rental fee is paid 1 day prior to the event. If renter requires an extra day to decorate the space, an Early Key fee will be charged.**
- 5) Once applicant is in possession of keys to the Armory the applicant and renter is responsibility for the security and all damages to the Old Armory until the key is returned.
- 6) All **keys** must be returned to the City of Amory City Clerk's Office during normal business hours **the next business day following the event**. Failure to do so will result in the forfeiture of deposit.
- 7) The Old Armory shall be authorized for rental for dances, parties, or other similar activities upon approval by the Building Inspector. Additionally, rental for this purpose may require chaperones and execution of a chaperone agreement. Furthermore, the City of Amory may require proof and/or appropriate documentation that the rental activity is to be attended by school district students.
- 8) Chaperones, when required, must submit chaperone agreements one week (7 days) prior to the event.
- 9) The Old Armory and the date are not reserved until application and funds are receipted.
- 10) There will be a \$20 administrative fee charged for changing rental dates.
- 11) Applicant must contact The City of Amory in regards to layout 72 hours prior to the event.
- 12) Applicant must provide a list of all vendors used during the event. All deliveries are to be made at the south door.
- 13) The applicant is responsible for validating that the Old Armory's legal name, Old National Guard Armory, is used in all references to the Old Armory (invitations, articles, announcements...).
- 14) If local Fire Chief determines that a member of the fire department must be present at the event, the applicant shall pay them directly before the event.
- 15) The cost of providing any security personnel shall be the sole responsibility of the applicant. The City of Amory reserves the right to review and require security depending on event. Should security be required, proof should be submitted to the City Clerk's office. The cost for security will be the responsibility of the applicant.
- 16) Floors must be clean of all supplies, decorations, and other items (paper, wrappers, food, etc.). Cleaning services, as designated by City of Amory, will be responsible for vacuuming.
- 17) All trash must be emptied, double bagged, and placed in the dumpster at the rear of the building.
- 18) All tables and chairs must be wiped clean of any spills and food.
- 19) All Prep-Kitchen and kitchen counter tops, cabinet faces, tables, sinks, and so forth must be cleaned thoroughly.
- 20) All food and personal serving items brought in the building must be removed upon the completion of the event.
- 21) If used, the prep-kitchen and kitchen floor must be swept.

22) The cooking of any items outside the prep-kitchen and kitchen is prohibited unless special permission is granted in writing.

23) At closing:

- Make sure all areas are properly cleaned and cleared of personal items.
- Make sure all equipment is turned off.
- Turn off all lights prior to leaving the facility.
- All entry doors are securely locked.
- The use of any City of Amory facility shall cease at 10:00 p.m. Sunday - Thursday and 12 midnight Friday and Saturday. All persons must vacate The Old Armory. Provided, however, the renter and up to ten (10) individuals over the age of 21 may remain until after 10:00 p.m. Sunday - Thursday or 12 midnight Friday and Saturday for the sole purpose of seeing to the clean-up of the facility.

Deposit Refund Refusal

- In summation, the following reasons constitute reasons that the \$700 deposit may be withheld:
 - City of Amory ordinance violations.
 - Cleaning rules as stated above.
 - Loss of keys or violation of key rules as stated above.
 - Damages to property as listed above.

Payment Location for Rentals

City of Amory – City Clerk’s Office
109 South Front Street
Amory, MS 38821
(662)256-5721 or (662)256-4548

-City Hall behind Frisco Park

The applicant is responsible to see that all of these policies are carried out during the rental and for the protection of the City of Amory and The Old Armory. Failure to comply with any of the above requirements and restrictions may result in forfeiture of the deposit and personal responsibility to the renter/applicant for any additional costs, including repair, replacement, or clean up.

I have read the above policy and, if authorized to rent The Old Armory, agree to follow all rules and regulations as provided herein.

Name of Person or Organization

Date

Signature of person or Organization Representative (title)

Witness Printed Name

Witness Signature

RENTAL FEE CHART

| ROOM | AMOUNT | DATE AND TIME OF RENTAL | DATE EACH FEE PAID or PROVIDED |
|---|---|-------------------------|--------------------------------|
| SECURITY DEPOSIT | \$700.00 | | |
| Special Rate-Board Approved | \$100.00 | | |
| ROOM #1 (440sq ft) & ROOM #2 (560 sq feet) Left of foyer | \$250.00 | | |
| ROOM #3- Right of foyer (1,150 sq feet) | \$250.00 | | |
| BALLROOM/DRILL HALL (8,000 sq feet) Includes use/rental of Full and Prep-Kitchens | \$750.00 | | |
| ENTIRE ARMORY Includes use/rental of Full & Prep-Kitchens | \$1,500.00 | | |
| Cleanup fee - If you would like the City of Amory to clean up the facility. | \$400.00 | | |
| EARLY KEY FEE | \$50/DAY | | |
| Setup and Removal of Chairs and Tables - If City of Amory is required to setup and/or take down. | \$50/ table set (10 tables/80 chairs) | | |
| CHANGE OF DATE FEE | \$20.00 | | |
| CANCELLATION OR ADMINISTRATION FEE | \$20.00 | | |
| INSURANCE NEEDED | YES OR NO | | |
| SECURITY / FIRE NEEDED | YES OR NO | | |
| CHAPERONE AGREEMENT NEEDED & ATTACHED | YES OR NO | | |
| PICTURE ID PROVIDED | X When received | | |

THE NATIONAL GUARD OLD ARMORY FOR THE CITY OF AMORY

Name of individual or organization requesting use of building

Address: _____

Phone Number: _____
(Home) (Cell / Work)

Type of Function: _____

Date of Event: _____ Start Time: _____ End Time: _____

Rooms Required: () Right Front () Left Front () Ballroom () Entire Armory
(Rental of Ballroom & Entire Armory includes kitchen)

Number Expected to Attend: _____

Name of Florist: _____ Phone #: _____

Name of Caterer: _____ Phone #: _____

Other Vendor: _____ Phone #: _____

Equipment needed: # _____ Chairs # _____ Tables
Any variation must be approved by David Moore and signed for within application (page 3- #26).

Signature of applicant Date

THIS SECTION TO BE COMPLETED BY P&R DIRECTOR - RORY THORNTON

Application Received : _____ Reviewed: _____ ()Approved or ()Denied

Signature - Rory Thornton Date

THIS SECTION TO BE COMPLETED BY CITY CLERK'S OFFICE

Deposit of \$ _____ Received _____ ()Cash () Check # _____ Recp# _____

Rental Fee of \$ _____ Received _____ ()Cash () Check # _____ Recp# _____

Security Deposit of \$ _____ Refunded on _____ to _____

See Rental Fee Chart for deductions required.

Date keys returned to City Clerk's Office _____ Clerk Initials _____

THE NATIONAL GUARD OLD ARMORY FOR THE CITY OF AMORY

CHAPERONE AGREEMENT

I, _____, do hereby agree to serve as a chaperone at the following event.

Event: _____

Date: _____

I have received a copy of the Rental Policy for the Old Armory. I agree that I will be present at the above event and serve as a chaperone and see to the enforcement of said policies.

This _____ day of _____.

_____ (Signature)

_____ (Witness)

A COPY OF A DRIVER'S LICENSE MUST ACCOMPANY EACH CHAPERONE AGREEMENT SIGNED. IF MULTIPLE AGREEMENTS ARE NEEDED, CHAPERONES MAY BE LISTED ON THE BACK OF THIS FORM WITH CONTACT INFORMATION - AT LEAST 5 COPIES OF DL ARE REQUIRED.

THE NATIONAL GUARD OLD ARMORY FOR THE CITY OF AMORY

AUTHORIZATION FOR REFUND OR DEPOSIT

NAME: _____

AMOUNT OF DEPOSIT: _____

DATE OF RENTAL: _____

DEDUCTIONS REQUIRED FROM DEPOSIT: _____ *

TOTAL TO REFUND FOR DEPOSIT: _____

I, _____, of the City of Amory hereby certify that I
David Moore
have inspected the Old Armory and find that the same is in good order, all rules were
abided, and that the damage deposit should be refunded.

This the _____ day of _____, _____ /

David Moore - Printed Name

David Moore - Signed Name

*Reason for deduction from deposit due to renter:

